

## 1130 DELEGATION OF AUTHORITY

**General Administration 31**  
**Alcohol for Official Entertaining**  
**Issuing Office: ORS 402-1661**  
**Release Date: 12/12/94**

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1. **Explanation of Material Transmitted:** This delegation is revised to describe and decentralize the authority to approve the sale, use, or consumption of alcoholic beverages for occasions held on NIH property in conjunction with official entertaining.

2. **Filing Instructions:**

**Remove:** NIH Manual 1130, General Administration No. 31, dated 12/12/94

**Insert:** NIH manual 1130, General Administration No. 31, Dated 8/24/98

3. **Distribution:** NIH Mailing Keys F-401, and F-402

**PLEASE NOTE:** To sign up for email notification of future changes, please go to the [NIH Manual Chapters LISTSERV](#) Web page.

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### Authority Delegated

To approve the sale, use, or consumption of alcoholic beverages for occasions held on NIH property, both on and off the NIH Bethesda enclave, in conjunction with official entertainment.

To Whom Delegated	Area of Authority
Deputy Director for Management	NIH
Associate Director for Research Services	Primary approving official for NIH Bethesda enclave (see limitation #1)
Executive Officer, OD	OD- or IC- hosted occasions within OD-assigned spaces off the NIH Bethesda enclave
IC Directors	IC hosted occasions within IC-assigned spaces off the NIH Bethesda enclave

All previous delegations of authority inconsistent with the provisions of this delegation are superseded.

### **Limitations**

1. The Fogarty International Center and the Howard Hughes Medical Institute have separate authorities allowing their organizations to serve alcoholic beverages within their assigned facilities.

2. The authority granted shall be exercised in accordance with the following:

a. Official occasions are limited to formal luncheons, dinners, receptions, social affairs, and other similar official occasions, all of which must be authorized by law, statute, or regulation. Official occasions do not include retirement, holiday, or birthday parties, wedding or baby showers, or other similar occasions.

b. All requests and approvals for sale, use, or consumption of alcoholic beverages must be in writing. Approvals for the NIH Bethesda enclave are limited to the sale, use, or consumption of wine or beer only.

c. When official entertaining will be held at a site not assigned to the host IC, written approval must also be obtained from the Lead Institute On-Site Manager.

d. For the purposes of this delegation, the Bethesda enclave is limited to the boundaries of the NIH Bethesda campus in Bethesda, Maryland, and does not include buildings on surrounding properties or off-campus sites.

e. Use or consumption of alcoholic beverages on NIH property, on and off the NIH Bethesda enclave, must adhere to all stated agreements, laws, statutes, regulations, and guidelines for the property.

### **Redelegation**

IC Directors may redelegate this authority to Executive Officers and senior officials responsible for IC-assigned spaces off the NIH Bethesda enclave.

The Executive Officer, OD, may redelegate this authority to senior officials responsible for OD-assigned spaces off the NIH Bethesda enclave.

### **Citations**

1. 45 CFR 3.42(d)
2. 41 CFR 101-20.307
3. Section 402(b)(1) of the Public Health Service Act, as amended (42 USC Section 282(b)(1))
4. Memorandum to the Director, NIH, from the Deputy Director for Intramural Research,

dated June 5, 1987, entitled: "HHMI/FAES/NIH Cloister Activities"

5. Memorandum to the Director, NIH, from the Assistant Secretary for Administration and Management, dated August 31, 1972, entitled: "Exception to Regulation Concerning Alcoholic Beverages at the Fogarty International Center"
6. Secretary's Reorganization Order of September 25, 1995 (60 FR 51480 (October 2, 1995))
7. [NIH Manual Chapter 1160-1](#) - "Official Entertaining"

/s/  
Harold Varmus, M.D.  
Director, NIH

**Effective Date:** August 24, 1998